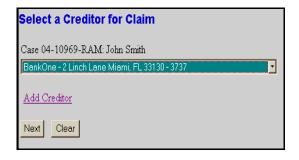
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CM/ECF requires all claims be associated with a creditor record for the case in which the claim is being filed. To locate and/or add a creditor into the database for filing Proofs of Claim, follow the steps as indicated below.

- STEP 1 Click **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display.
  - ♦ Click File Claims.
- STEP 3 The **Search for a Creditor** screen will display. Enter the **Case** Number. To search for a specific creditor, type the first letter(s) of the creditor's name in either lower or upper case, as the search is not case sensitive. Leaving this field blank will display a list of ALL creditors in the case. In the **Type of creditor** box, select "**Creditor**" then click **Next**.

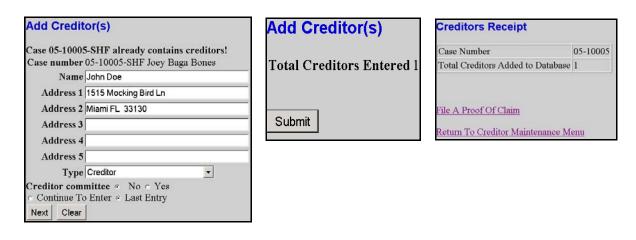


STEP 4 The **Select a Creditor for Claim** screen will display. If your creditor is correctly listed (name and address), highlight the creditor's name then click **Next** (proceed to STEP 6). If your creditor is not on the creditor list, or if your creditor is on the list but the associated address is different from the address indicated on the claim. Click **Add Creditor** and proceed to STEP 5.



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STEP 5 The **Add a Creditor** screen will display. Enter creditor name and address information in accordance with the Style Guidelines (see Chapter I, Section 3). Click **Next**.

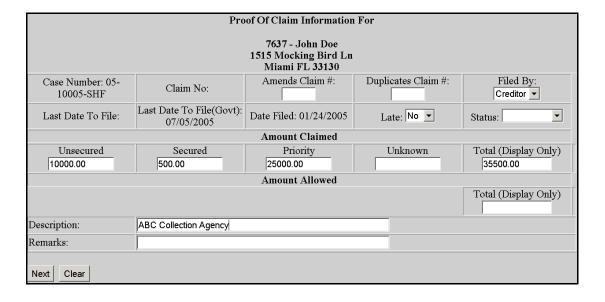


Click **Submit**, then Click **File A Proof Of Claim**, (see STEP 5 above).

- STEP 6 The **Proof of Claim Information** screen displays. Verify that the correct creditor's name and address appear at the top. At any time, use the browser's back button to return to a prior screen.
  - ♦ Enter the data in the appropriate fields for this claim. If filing an amended claim, enter the original claim number in the **Amends Claim #** box.
  - ♦ Select the appropriate filer type from the **Filed By** drop down list.
  - ♦ Do not enter any data in the **Late** or **Status** boxes. Do not enter the dollar sign (\$) or commas in the dollar amount fields.
  - ♦ In the Amount Claimed boxes enter the claim values Unsecured, Secured, Priority and Unknown. Do not enter dollar signs (\$) or commas in the dollar amount fields. [NOTE - The Total fields are marked Display Only and will automatically calculate totals based on the claim amounts entered.]

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- ◆ The **Description** field (up to 60 characters) is available to add more detail to the proof of claim. Information added in this field will appear on the Claims Register. Do not enter any information in the **Remarks** field, this box is for Court Use Only.
- ♦ Verify information entered. Click Next.



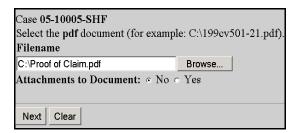
**IMPORTANT NOTE** - It is recommended that the claim amounts be entered in order for the totals to appear on the claims register.

## STEP 7 The **PDF Document Selection** screen will display.

- Click Browse to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select Open to view the image. Once verified, double-click the PDF file or click Open to select and associate it with the docket entry.
- The Attachments to Document option defaults to No. Click Next.

  NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "Attachments to Documents" for instructions on how to file attachments. [NOTE: Attachments to proofs of claim must comply with Local Rule 3001-1(A)(3)].

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- STEP 8 **Notice of Electronic Filing (frequently referred to as the NEF)** This is the verification that the proof of claim has been filed electronically.
  - ♦ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
  - ◆ To view the court docket and/or notice, click on the case/docket number hypertext link and the system will prompt the user for a PACER login.